



STATE OF ARKANSAS

Department of Veterans Affairs
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Governor

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Director

PERSONNEL

ADVAP 2-8

September 7, 2010

Smoking

1. **GENERAL:** Regulations governing Federal General Supply Agencies (GSA) controlled facilities, Act 462 of 1987, and The Governor's Policy Directive GPD-15 prohibiting the smoking of tobacco or products containing tobacco in any form within twenty-five (25) feet of any entrance to any building owned or leased by the State of Arkansas. The Little Rock Arkansas Veterans Home, as a Domiciliary and Intermediate Care facility for disabled, unemployable, homeless veterans is a special case as it is home to the resident veterans. The Fayetteville Veterans Home, a licensed and skilled Nursing Facility also for disabled, unemployable, and homeless veterans. As such, a fine line is required to accommodate the personal rights of those residents who choose to smoke. This procedure provides the required implementation.
2. **APPLICABILITY:** This procedure applies to all employees of the Arkansas Department of Veterans Affairs, Arkansas State Veterans' Cemetery, staff and resident of the Arkansas Veterans Home, The Fayetteville Veterans Home, and vendors/visitors to any agency facility. The latter will be informed of the required restrictions of smoking if observed not complying with posted instructions.
3. **SPECIFIED SMOKING AREAS:**
 - a. Agency Offices, VA Regional Office.
 - 1) None. Outdoors only.
 - b. Arkansas State Veterans' Cemetery
 - 1) None. Outdoors only.
 - c. Little Rock Veterans Home
 - 1) Residents may smoke:
 - a) Smoking Room on first floor.
 - b) Outdoors:

- (1) In front of building.
 - (2) On patio outside of 1st floor Smoking Room.
 - (3) Pavilion.
- 2) Employees and guests will smoke in designated outside areas only:
 - a) Pavilion.
- 3) Employees will encourage smoking rules for residents by reminding them of the areas in which they are permitted to smoke.
- d. Fayetteville Veterans Home.
 - 1) Residents admitted prior to March 28, 2009 may smoke only on the 6th Floor Smoking Porch.
 - 2) Any resident admitted after March 28, 2009 must honor the smoke-free campus rule which includes smokeless tobacco.
 - 3) Employees and guests must honor the State of Arkansas Act #134 ruling effective 10-01-05 (smoke-free campus).
- 4. Agency Offices, VA Regional Office.
 - 1) Employees may not smoke:
 - a) Within twenty-five (25) feet of entrances to state buildings, effective July 2004
 - b. Arkansas State Veterans' Cemetery
 - 1) Employees may not smoke:
 - a) Within twenty-five (25) feet of entrances to state buildings, effective July 2004
 - c. Little Rock Veterans Home
 - 1) Residents may not smoke:
 - a) In any area designated as no smoking.
 - b) In bed.
 - c) In agency vehicles.
 - d. Fayetteville Veterans Home
 - 1) Residents may not smoke:
 - a) In any area designated as no smoking.
 - b) In bed.
 - c) In agency vehicles.
 - 2) Employees and guests may not smoke anywhere on the Fayetteville Veterans Home premises, including the Courtyard area.
- 5. SMOKELESS TOBACCO:

Employees using smokeless tobacco may not use this substance while performing assigned tasks.

6. RESPONSIBILITY:

It shall be the responsibility for smokers to abide by this policy. It shall also be the responsibility of smokers to properly dispose of used butts in containers. Tossing butts on the ground is unacceptable.

7. REQUIREMENTS FOR SIGNS:

a. Agency Offices, VA Regional Office.

- 1) All required signs are the responsibility of the United States Department of Veterans Affairs.

b. Arkansas State Veterans' Cemetery.

- 1) Appropriate signs will be placed in public use areas

c. Little Rock Veterans Home

- 1) Appropriate signs will be placed in public use areas, non-smoking living areas, and employee areas where other laws also prevail, as elevators and food preparation areas.

d. Fayetteville Veterans Home

- 1) Appropriate signs will be placed in public use areas, non-smoking living areas, and employee areas where other laws also prevail, as elevators and food preparation areas.

8. SUPERCESSION:

This procedure supersedes ADVAP 2-8, December 29, 2005, in its entirety.

9. FORMS PRESCRIBED:

None.

By:

DAVID FLETCHER
Director

DISTRIBUTION: A